

Lyons Library Board Meeting

March 12, 2012 Minutes

Page 1 of 3

Chair Amy Shield opened the meeting at 7:02pm. Members present were Judy Wells, Love Cross, and Lillian Halseth-Taylor. Member Cindy McMahan was excused. City Councilor Lon Conner was in attendance.

Chair Shield asked everyone to stand for the Pledge of Allegiance.

Changes or Additions to the Agenda: ADA Resolution Document was added.

Approval of the January 9, 2012 Minutes: Member Wells motioned to approve the minutes as presented, Member Shield seconded. Motion approved.

Library Updates: Reports: Reports for January & February were available to review. Board Members were asked to sign the recommendation from the last meeting pertaining to color copies. A previous member had signed the first one so this is the same document but for current Board Members to sign. Harris also had library business cards she made with library information.

Harris handed out information on a Meteorite program the library will host on March 14, 2012 at 7:00 at the Lyons Fire Department. Mari-Linn School contacted her about doing this program with a tentative date. A teacher told her March 14th was too soon so the date must be May 14th. Harris received a call from Dick Pugh, of Cascadia Meteorite Lab in Portland, on March 6th to arrange for publicity for the March 14th presentation. The City Meeting room was already booked so the Fire Department was kind enough to let us use their meeting room.

PYM: Librarian Harris reported CCRLS and the campus have had 3 scares/threats in the past 2 weeks. A training session on grant writing through CCRLS is tentatively scheduled for June 7, 2012.

Summer Reading Program: Harris reviewed the manual for SRP, with the theme *Dream Big! Or Own the Night* (geared towards teens) and is planning craft ideas on astronomy, bedtime/dreams and nocturnal animals. The performers schedule was handed out as well. The Oregon College Savings Fund is again providing a performer to the smaller libraries at no charge. Rhys Thomas has been hired. The library already has him scheduled through the CCRLS Ready-to-Read grant, so she will try a family program perhaps in September. Publicity has arrived but the canvas bags will not be purchased as a group this year, so Harris will need to order some through the CSLP catalog. All 50 states are now part of the consortium.

Old Business:

Lyons Library Board Meeting

March 12, 2012 Minutes

Page 2 of 3

Landscaping: Lon reported on a couple of issues that keep coming up. One is the trees on the North side of the Library. Doug, one of the City Maintenance guys, suggested the trees and shrubbery be replanted in the West lawn area and gravel the area north of the building to be used as a pathway. The second issue is the black plastic under the bark dust on the East side of the library. He stated both Linda McGeath and Bev Reding agreed it isn't the best place to have plastic. He stated the Friends of Lyons Library made about \$300.00 from their book sale. He suggested we look into getting rolls of weed retardant landscaping cloth donated or at a reduced cost, and having the Friends schedule a work party to rake back the bark dust to remove the black plastic, place the landscaping cloth and re-spread the bark dust. Harris noted the Lyons Garden Club had donated some plants last year that need to go into the ground and this would be a good time to do so. Love agreed making the pathway in front of the parking area was a good idea. Halseth-Taylor asked where the Library's responsibility begins and ends and where the City's does. Lon stated *if the Friends got out there and did it, the City would give a big thank you, we are both in it together so things are getting better.* Harris stated at the June 13, 2011 Board meeting Linda McGeath said *she does a certain amount of volunteer work each year and has allocated time to do the seasonal type of work that would be required.* A drip or soaker watering system would work best when needed. Lon felt soaker hoses would be the easiest. He will check with Linda but once the plants are established, they should require little maintenance. Love asked what the next step is since landscaping has been on the agenda for some time. Harris will bring this to the Friends at their next meeting in April. The Board will meet before then, so it can be on the May agenda.

Color Copy Fee: Harris stated she spoke with City Manager Mitchell and it doesn't need to go before City Council, that she could approve it. Since the recommendation is now signed Harris will take it to be signed off.

Plinkit Training: Darci Henning from the Oregon State Library has several dates for scheduling the Plinkit training. They are March 30, May 18, and anytime in June, at 10:00 am. The Board selected May 18th, a Friday, for training. Wells asked If Plinkit 2.0 is the latest version? She will bring the book to the library for photocopying. Harris will send an email confirming the date after she speaks to Darci.

Budget: Harris reported her conversation with City Manager Mitchell concerning the 2012-2013 budget proposal. She stated figures should remain pretty much the same. There will not be any raises as well. Harris noted she found a good source for replacement and new items. The Board made the following recommendations: Under *Materials and Services*: AV-\$350; Copy Costs-\$650; Dues & Subscriptions-\$400; Education & Seminars-\$300; Grant Fulfillment-\$10,000; Mileage Reimbursement-\$600; Misc. Expenses-\$650; Summer Reading Program-\$500; Supplies Binding-\$500; Supplies General-\$1050. Mary will determine the Utilities. Under *Capital Outlay*, the following recommendations were made: Equipment-\$2500 and New Books-\$1000. The cost for new books continues to increase and the new books line item has not. The contingency will remain at \$1,500. The difference from the current budget

Lyons Library Board Meeting

March 12, 2012 Minutes

Page 3 of 3

is an increase of \$350. There was discussion on purchasing an All-in-One Computer to replace the aging staff computer, and to become a member for *Barnes & Noble* or *Amazon* for the free shipping.

ADA: Resolution Working Document: Lon wanted to state Mary & Brenda received a grant for upgrading the restrooms in the future. He thought it was through the Friends of Lyons Library. Lon gave an update on the inspection of both the library and city hall buildings by the Department of Education, and the process to achieve a working document that will keep the library open while allowing time to make improvements. He stated the old reference room at the current City Hall building will be made into a satellite library station for those with ADA needs. He asked if everything needed as far as computer/equipment would be provided by CCRLS. Harris stated it was her understanding that it would but she would check. Shelves will have duplicate books and magazines and an Internet computer that will allow both the Internet usage and the CCRLS Card Catalog. Patrons may place holds but any circulation would need to be done at the library, and arrangements made for delivery of holds. The satellite library will be open during City Hall's hours, which would provide additional hours. All programs will need to be at the City meeting room or City Park. Harris also noted the ramp on the West of the building has increased in usage due to patrons liking the ability to hold onto both rails when coming in to the building as opposed to the stairs. It was noted the library building needs to be paid for before any more funds go into it. The whole process has been very time consuming, not to mention costly, and there is still no guarantee we can please everyone. Lon stated it is a living document and may change as needed.bv

With no further business, Chair Shield closed the meeting at 8:23pm.

B. Harris